

Constitution for the Flying Sams at UCSD

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called the Flying Sams at UCSD.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of this organization is to facilitate the operation of volunteer clinics in Mexico in conjunction with the Palomar Chapter of the Flying Samaritans. The objectives of the organization shall include, but not be limited to, educating on public health issues and facilitating the administration of medical services to those in Mexico without access to health care.

ARTICLE III. NONPROFIT STATEMENT

Flying Sams at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

All University of California, San Diego students will be eligible for membership regardless of race, color, national origin, creed, gender, religion, sex, disability, gender identity, age, medical condition, ancestry, ethnicity, marital status, citizenship, sexual orientation, military status, or socioeconomic status.

Student membership is available to any registered UCSD student who expresses interest in serving the purpose and objectives of this club. Honorary membership is available to any other individual. However, honorary members may not run for board positions. Both student and honorary members must fill out a membership application that will be submitted to the secretary for data recording. Membership dues of a minimum \$10 will be collected from every member. Members will also pay a clinic fee in order to attend a clinic trip. The money will be put towards purchasing gas and car insurance prior to travel. All members who travel to Mexico are also required to sign waivers releasing any liability, responsibility, and/or obligation that may be placed on the University of California or Flying Samaritans Inc. regarding any accident, incident or occurrence, and/or injury that may result from participation in these clinics. The University is in no way liable, or responsible, to our organization and its members.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

General Body Meetings – A general body meeting will be held once every month, always preceding clinic trips. The date and site of the meeting will vary from month to month and will be e-mailed to all registered members by the secretary. The president will attend and run all general body meetings. Clinic coordinators will present a clinic report for the previous clinic at every general body meeting. Clinic coordinators are required to attend every general body

meeting or submit a detailed report to the president at least one day in advance that will be read out loud by the president to the members at the general body meeting. All other board members are required to attend the first general body meeting of each quarter. After that, at least one of the two officers of a given position must be present at the remaining general body meetings and must report to the members regarding previous and upcoming events, including committee meetings. If both officers must miss a general body meeting, or if there is only one officer for a given position and he or she must miss a general body meeting, the officer(s) must submit a report to the president detailing any matters of interest to the general body members.

Board Meetings – The president will also run all board meetings. Board meetings will be held once every other week, with the specific day and time varying each quarter based on when the officers are available. All officers are required to attend all board meetings. If an officer must miss a board meeting, he or she must notify the president at least 48 hours in advance and must submit a report to be read out loud by the president to the board. If an officer misses five board meetings, he or she must have a meeting with the president to discuss staying in office. If an officer misses 2 board meetings without notification one day in advance and without submitting a report, he or she must have a meeting with the president to discuss staying in office. If an officer misses 3 board meetings without notification one day in advance and without submitting a report, he or she must resign his or her position on the board.

Palomar Chapter Meetings – Palomar Chapter meetings are once a month and are run by the Palomar Chapter Board of the Flying Samaritans. Palomar Chapter meetings must be attended by at least one clinic coordinator, alternating, and by the president. Anyone else on the board may attend, but it is not required. The treasurer is highly recommended to attend, but must at least submit a treasury report to the president at least one day in advance of every Palomar Chapter meeting.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

President – The president shall be chief executive officer and shall exercise general supervision over the entire club. He or she shall preside over all general body and board meetings. The president shall also be responsible for maintaining communications with the Flying Samaritans organization. The president shall be responsible for general administrative matters dealing with UCSD and will be the main contact person for the club. To be eligible for president, the candidate must have been an officer on the board for at least one year. The president shall be made an ex- officio member of all committees. The president is responsible for making sure that

all officers meet their responsibilities, including meeting with them as mentioned above. The president may fill in for clinic coordinator in case of emergency. The president is responsible for guiding the club in a positive and forward direction.

Clinic Coordinators – The clinic coordinators are responsible for notifying the proper authorities regarding each clinic trip and for coordinating the appropriate number of doctors, students, donations, and medicines. The clinic coordinator is also responsible for maintaining communications with the other clinic coordinators of the Flying Samaritans. The clinic coordinators are responsible for holding pre-clinic meetings at least one week before clinics and for assigning duties while at the clinic. All doctors must be confirmed by the time of the pre-clinic meeting. Members that have signed up to go on the clinic must be notified of whether they were chosen or not at least two days prior to the pre-clinic meeting. The clinic coordinators must notify all members and doctors attending the clinic of any last minute changes or cancellations by e-mail AND phone.

Treasurer – The treasurer must keep and maintain an adequate and correct account of the properties and business transactions of the club. The treasurer will be responsible for the deposit of all monies or funds received by the club. The treasurer must bring current records of all transactions to all meetings. The treasurer must either attend, or give transactions records, deposits, and reimbursement receipts to someone who is attending, all Palomar Chapter meetings. The treasurer must also aid in budget planning.

Clinic Administrator – The clinic administrator is responsible for keeping track of the club's inventory, which includes medical supplies, dental supplies, volunteer t-shirts, etc. Furthermore, the clinic administrator is in charge of making the club's purchases. Also, the clinic administrator records notes from meetings, keeps track of officer attendance, and books rooms for meetings.

Publicity Officer – The publicity officer is responsible for advertising all events of the club. The publicity officer must also coordinate a monthly newsletter, and must promote the club in outside publications. The publicity officer will communicate with fundraising and social officers for follow up on dates.

Fundraising Officer (General) – The fundraising officer (general) is responsible for generating funds for the club through planning and organizing fundraisers throughout the entire year, including organizing enough members to staff those events. There must be at least two fundraisers per quarter. This officer is also responsible for writing for grants and applying for UCSD or outside funding.

Social Events– The fundraising officer (banquet) is responsible for planning, organizing, and

coordinating all aspects of the annual charity benefit put on by the club. This officer must keep the board updated on the progress of the banquet throughout the year and must delegate responsibilities relating to the banquet to other officers and members. This officer is also in charge of monthly or quarterly events that will form close relationships with the officers and members.

Pharmacy Administrator – The clinic administrator must solicit, collect, and organize the donations made to the club. He or she must also maintain a detailed inventory list of all items relevant to the clinic and know what supplies are needed to maintain the clinic throughout the year.

Physician Recruitment Officer – The physician recruitment officer is responsible for actively recruiting physicians, nurses, EMT's and other health professionals for all clinic trips. This includes providing physician packets and seeking new volunteer health professionals.

Webmaster – The webmaster is responsible for the general maintenance of the club website and social aspects of the club.

Mexico Liaison – The Mexico Liaison is responsible for notifying officials in Mexico about upcoming clinics, keeping in touch with patients that are categorized as “special cases” in order to facilitate more extensive healthcare, being aware of problems in the Ensenada community and leading Flying Sams in finding solutions to those problems, especially problems pertaining to health. The Mexico Liaison must be fluent in Spanish

Public Health - The Public Health officer is in charge of creating educational posters and events for the general population to be used at clinic trips. They will also be in charge of creating activities for kids to learn about nutrition and other health related topics. The seminar officer is responsible for researching and preparing a public health seminar to be presented for the purpose of patient education at clinic trips organized by the club. These preparations may include but are not limited to preparing posters, speeches, handouts, and coordinating translators. The seminar officer must keep records of all seminars held for future reference.

Dental Officers-Are responsible for recruiting dental volunteers and providers for the trips. They will assist, observe, and coordinate in the procedures that occur during these trips.

Media Designer-Media officer will be in charge of designing flyers and shirts for the school year. The Media designer can also participate in producing activity sheets for children at the clinic; in lieu of an officer dedicated to support children.

Amending the Constitution: A 3/4 vote of all board members present at the board meeting will

amend the constitution.

Rules: Board members or other members may negotiate agreements outside of meetings, but may not commit the club to any financial obligations without 3/4 approval of the board present at the meeting.

Failure to Comply with Officer Position: If an officer fails to fulfill their obligations, and other sensible obligations beyond their officer descriptions, a verbal warning must first be issued. After that, a second verbal and written warning must be issued. This Written Warning will discuss the current problem and will further list actions and behaviors that need improvement. If there is no improvement of said officer within the next few probation events then a 3/4 vote of approval will be required to remove said officer from office at Flying Samaritans at UCSD. There will be re- applications for the position given to the general body in the next 4 days.

Renewal of Officer Position: We will be implementing a voting system to keep the officers that worked hard to keep their positions for the next year if they wish to stay. Officers must earn their position for the next year through a majority vote.

ARTICLE VII. RISK MANAGEMENT

Flying Sams at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Flying Sams at UCSD understands that the University does not assume legal liability for the actions of the organization.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Flying Sams at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Flying Sams at UCSD will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that Flying Sams at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical

assistance.

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

Flying Sams at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.